

# **THE PERMIT CENTER**

**941 North Capitol Street N.E., Suite 2100 & 2300**

**Washington D.C. 20002**

**Telephone (202) 442-9475**

## **PROCEDURES FOR RENTING PUBLIC SPACE FOR THE PURPOSE OF PARKING IN PUBLIC SPACE.**



**Revised 10/99**

# THE PERMIT CENTER

## INFORMATION RELATIVE TO D.C. PUBLIC SPACE RENTAL ACT.

(PL. 90 - 596 OF OCTOBER 17, 1968)

Standards outlined in D.C. Regulation, Title 24. Chapter 3. Administrative Procedures for Occupying Public Space, maybe obtained at the D.C. Office of Documents, 441 4<sup>TH</sup> Street N.W. (Judiciary Square). Room 520. Telephone number (202) 727-5090.

The subject act provides that owners of business property abutting public space, in areas zoned for the proposed use, may rent so much of the surface space upon which their properties abut if the D.C. Public Space Committee determines it is not required for use by the general public.

All requests for rental of public space must be processed through the Permit Intake & Issuance Center rooms 2100 and 2300, 941 North Capitol Street N.E. Telephone (202) 442-4570.

### The following documents must accompany each rental request:

Application form BLRA - 35 in duplicate, signed by owner of the abutting property, not the owner of the abutting business.

1. Notarized copy of rental (lease) agreement if surface space is to be used by someone other than owner of abutting property.
2. One notarized copy of notice posted on building. (**See attached sample**).
3. Copy of valid occupancy permit.
4. Insurance policy (not a certificate or binder) with the exact wording of the appropriate endorsements as shown on enclosed insurance requirements.
5. One copy of a plat or drawing to scale, indicating the amount of surface space to be used. Any questions concerning the detail of the drawing should be directed to:

Public Space Permits Division  
Department of Public Works  
941 North Capitol Street N.E., Room 2300  
Washington D.C. 20002  
Telephone (202) 442-9466

Once the drawing has been completed, it must be reviewed and approved by Mr. Downing. The applicant is required to make twenty (20) copies of the approved drawings for submittals to the Permit Center, Suite 2100.

7. Three 8" x 10" glossy photos of the area to be rented.
  - (a) Frontal view
  - (b) Sharp angle right side
  - (c) Sharp angle left side
8. The public space permit fee is **(\$200.00)** two hundred dollars, payable at the time of filing the application. All checks or money orders should be made payable to "**D.C. Treasurer.**"

### **SPECIAL NOTES FOR PUBLIC SPACE RENTAL APPLICANTS.**

1. All plans filed for public space rental should be designed in accordance to the guidelines and standards posted in the D.C. Register, dated August 26, 1983.
2. If the space to be leased is determined to be in an area subject to the review of the Fine Arts Commission (Old Georgetown Act, or the Shipstead- Luce Act), or the Historic Preservation Act, the applicant is required to make submittals through the Permit Center, Suite 2100, prior to submitting the public space rental package to the Public Space Hearing Committee for review and approval. It can be determined at the time the applicant picks up the public space rental information package if the area is subject to Fine Arts, or Historic Preservation Review. The applicant must be able to provide the proper lot and square number of the abutting property. If the proposed rental area is subject to review by the Fine Arts Commission, or the Historic Preservation Board, no further action will be taken on the public space rental submission until approvals from the affected review group have been received in the Permit Center.
3. The rental fee shall be determined by the Director of Finance and Revenue and will be based on a percentage of the assessed value of the equivalent area of the privately owned space immediately abutting the space to be utilized. Public space rental fees are as follows:
  - a. Unenclosed sidewalk cafes: five dollars (\$5.00) per square foot of public space to be used.
  - b. Enclosed sidewalk cafes: ten dollars (\$10.00) per square foot of public space to be used.
  - c. Tables and chairs in public space, no fee.

- d. Display and sale of merchandise: Four (4%) percent of the assessed value of an equivalent area of the privately owned space immediately abutting the space to be utilized.
- e. Parking of motor vehicles in public space - seven (7%) percent of the assessed value of an equivalent area of the privately owned space immediately abutting the space to be utilized.

Should you require additional information or assistance in preparing your application, please contact the Permit Center, 941 North Capitol Street, Suite 2100, telephone(202) 442-4470 between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

**JUSTIFICATION FOR USE OF PUBLIC SPACE FOR PARKING PURPOSES.**

Name of Applicant \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Proposed Site: \_\_\_\_\_ Service Area No. \_\_\_\_\_

Rational for use of site for parking purposes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF PROPOSAL**

Present Site and Use Characteristics: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Use Characteristics:**

Number of Spaces: \_\_\_\_\_ Type of Service (Self -park, attendant, etc.): \_\_\_\_\_

Average length of service (short term, all day etc. ): \_\_\_\_\_

Geographic areas from which people will come to the facility: \_\_\_\_\_

**Proposed Project Characteristics: ( Includes types of materials used, etc.)**

Paving \_\_\_\_\_

Signs \_\_\_\_\_

Lighting \_\_\_\_\_

Fencing \_\_\_\_\_

Landscaping \_\_\_\_\_

Structures \_\_\_\_\_

Other \_\_\_\_\_

Anticipated Impact on Surroundings:

Visual and Aesthetics \_\_\_\_\_

Estimate of Effect of Proposal on Traffic Pattern and Flow \_\_\_\_\_

Estimate of Average and Peak hour Vehicle Trip Generation Rates \_\_\_\_\_

\_\_\_\_\_

Attach map showing proposed site and surrounding area of a 1/4 mile radius ( at least 2 blocks in each direction). Indicate graphically the following:  
nearest bus lines and Metro stations; present zoning; existing off-street parking, proposed access to site, and any other distinguishing characteristics.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
BUILDING AND LAND REGULATION ADMINISTRATION**

**THE PERMIT CENTER**

**INSURANCE REQUIREMENTS**

It is required that you furnish a public liability insurance policy made out in the name of, and for the sole benefit of the *DISTRICT OF COLUMBIA, A MUNICIPAL CORPORATION*, and its officers and employees, covering all use of public space by the permittee.

Coverage shall be in the following amounts:

\$ 500,000.00	Each individual
\$1,000,000.00	Each accident
\$ 500,000.00	Property damage

The following endorsement are required, and must be included in all insurance policies covering occupation of the public space.

A. for a/an _____ the District of Columbia."	DESCRIPTION OF PREMISES COVERED	for or on _____ public space is described in a certain permit issued by _____
Hazard's (Premises-Operations)"; extended to include the following:		B. DEFINITION EXTENSIONS It is hereby understood and agreed that the definition of "premises" and the definition of "premises", as used in this policy, are

**C. GOVERNMENT IMMUNITY ENDORSEMENT**

In consideration of the premium charges at which this policy is written, one company agrees that, in any suit or suits that may be brought against one name insured arising out of any accident covered hereby, the company will not plead the defense that the insured was exercising or had available to it one defense of governmental function, unless the insured shall have in writing directed the company to plead such defense in which event the company will so plead and will defend on such grounds."

**D. CANCELLATION CLAUSE**

"This policy may be canceled by the company by-written notice mailed to the name insured - **The DISTRICT OF COLUMBIA**, Department of Consumer and Regulatory Affairs, at the Permit Center, 941 North Capitol Street, N.E., Suite 2100, Washington, D.C. 20002, Attention: Chief, stating when (not less than thirty (30) days after receipt of such written notice by said Chief), such cancellations shall be effective."

# NOTICE

AN APPLICATION TO OCCUPY PUBLIC SPACE HAS BEEN PLACED ON FILE WITH THE CHIEF OF THE PERMIT CENTER, PERMIT PROCESSING DIVISION. DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS, BUILDING AND LAND REGULATION ADMINISTRATION, 941 NORTH CAPITOL STREET, N.E., SUITE 2100, WASHINGTON, D.C. 20002 (TELEPHONE # (202) 442-4470).

THE APPLICATION REQUESTS AUTHORIZATION TO OCCUPY PUBLIC SPACE FOR:

\_\_\_\_\_

Date of the Application: \_\_\_\_\_

Address of Adjacent Premises: \_\_\_\_\_

\_\_\_\_\_

WASHINGTON, D.C.

LOCATED IN THE AREA OF ADVISORY NEIGHBORHOOD COMMISSION A.N.C.

\_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Telephone No.: \_\_\_\_\_

Architect: \_\_\_\_\_

Architect's Tel. No.: \_\_\_\_\_

## 1999 D.C. BUILDING SUPPLEMENT

### Article I, Section 107.3

#### 107.3 Work Exempted from Permit:

The types of work listed in this section, in the amounts indicated hereafter, *shall not require a permit, except as provided for in Section 107.3.2*. Work exempted from permit shall not include work in any piping system involving brazed, soldered or welded joints. The code official is authorized to determine whether a limited scope of work, other than those listed hereafter, is exempted from permit requirement.

1. Brick pointing.
2. Caulking, patching and plaster repair.
3. Installation of cabinets and architectural millwork.
4. Installation of window screens and storm windows.
5. Repair in kind of existing fences.
6. Retaining walls, 18 inches (0.46m) or less in height.
7. Garden storage sheds complying with Section 107.3.3\*.
8. Painting, other than application of fire-retardant paint.
9. Replacement *in kind* of one of the items listed hereafter. For the purpose of this section, "replacement in kind," when applied to architectural features, means replacement with a feature of like material that replicates the existing feature in proportion, appearance, texture, design, detail and dimensions.
  - a. Non-rated windows and non-rated door
  - b. Roofing and coping.
  - c. Siding.
  - d. Gutters and downspouts.
  - e. Private sidewalks and driveways.
  - f. Patios.
  - g. Non-rated suspended ceiling tile.
  - h. Floor coverings.
  - i. Not more than 160 square feet (9.3m) of gypsum board.
  - j. Not more than 50 linear feet (15.24m) of piping of storm drainage system.
  - k. Not more than 10 linear feet (3.05m) of piping of sanitary drainage system.
  - l. Not more than 20 linear feet (6.10m) of piping of sanitary venting piping system.
  - m. Not more than 50 linear feet (15.24m) of piping of a hydronic system.
  - n. Not more than 10 linear feet (3.05m) of ductwork, in other than hazardous exhaust.

#### 107.3.1 Compliance with Code Provisions:

Despite being exempted from permit, the work performed pursuant to Section 107.3 shall conform to the relevant provisions of the Construction Codes.

#### 107.3.2 Repairs in Historically Protected Structures:

When the proposed scope of work would qualify to be exempted from permit pursuant to items 1, 7, 9, 9.a, 9.b and 9.c of Section 107.3, and the work is to occur on the land of or the exterior of buildings or structures located in historic districts, or of historically designated buildings or structures, an application for a building permit pursuant to Section 107.2.1, shall be required.

\* *Single prefabricated, garden storage shed that does not exceed 50 square feet in area and less than 10 feet in height, accessory to a single family dwelling.*